



## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	<b>RELEASE DATE:</b>	Tuesday, January 26, 2010
<b>POSITION TITLE:</b>	Deputy Director, Administration Division	<b>FINAL FILING DATE:</b>	Wednesday, February 17, 2010
<b>CEA LEVEL:</b>	CEA 4	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 9,018.00 - \$ 9,939.00 / Month	<b>BULLETIN ID:</b>	01262010_1

### POSITION DESCRIPTION

Under the general direction of the Chief Deputy Director of Operations, California Department of Public Health, the Deputy Director, Administration Division plans, organizes, and directs administrative support for the Department.

The Deputy Director manages a staff of approximately 265 employees engaged in various administrative and program support activities including, but not limited to: human resources, program support, financial planning, accounting, and labor relations to enable Departmental staff to provide public health protection services to all Californians. The incumbent mentors, leads, supervises, and evaluates subordinate managers of the Human Resources Branch, Financial Management Branch, and the Program Support Branch.

This incumbent develops, directs, and implements major departmental policies and procedures adopted by the Director's Office for effective and expeditious delivery of administrative services (human resources, contract management, financial management, program support, etc.) to the Department's operation, across program lines, to increase efficiency and effectiveness of program operations.

This position advises and consults with the Director concerning issues of significant budgetary and resource impact of new or revised public health-related legislation. The incumbent leads and participates in cross-organizational workgroups convened to evaluate and make recommendations on department-wide issues such as administering new legislatively mandated programs, restructuring departmental functions, and fiscal planning and resource management.

The Deputy Director directs the preparation of the departmental budget in excess of \$3 billion.

The incumbent acts as key spokesperson for the Department on public health administrative matters before the Legislature, federal and state agencies, and other public and private entities.

This position is responsible for negotiating sensitive and/or urgent contracts and interagency

agreements.

In addition, the Deputy Director serves as the Department's representative on various task forces and committees, providing consultation regarding interdepartmental policies.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

### **Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

### **Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

- Demonstrated ability to deal effectively with a variety of individuals and organizations, and other state and local governments.
- Working knowledge of the California legislative and budgetary processes necessary for effective program implementation.
- Working knowledge of California state administrative procedures.
- Demonstrated ability to work with the State control agencies, Legislature, and other governmental entities.
- Knowledge of the fundamentals of accounting, budgeting, and fiscal reporting.
- Knowledge of the State Civil Service system, employee/employer relations, employee development, grievance process and Equal Employment Opportunity programs.
- Demonstrated management experience over a large diverse staff.
- Demonstrated history of working within a large organization and developing sustainable solutions to complex problems, demonstrating an ability to distinguish between relevant and irrelevant information to make logical judgments, identify the source of problems, evaluate opportunities for resolution, and devise appropriate course of action based on situational context and factual information.
- Knowledge of sound organizational planning.

### **DESIRABLE CHARACTERISTICS**

**Creativity and Innovation** – Applies new ways of thinking. Has the ability to solve problems, create

new ideas, and develop new approaches to achieve the Department's mission.

**Vision** - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

**Credibility and Integrity** – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

**Teamwork** - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

**Communication** – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

**Staff Development** - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The composition of our management team should also reflect diversity.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Administration Division**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

*The results of this examination will be used only to fill this position.*

The examination process will consist of an application and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, and a Statement of Qualifications. All applications/resumes must include "to" and "from" dates (month/day/year). The screening committee will compare each applicant's qualifications for the position against specific job-related evaluation criteria developed from the minimum qualifications, desirable qualifications, and desirable characteristics.

## STATEMENT OF QUALIFICATIONS

In addition to the Standard State Application (STD. 678), all interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your knowledge and understanding of the role, responsibilities, and current issues of administrative services.

2. Describe your ability to gain the confidence and support of executive management, advise on a wide range of administrative matters, analyze policy issues and to provide solutions to problems that are effective and sustainable.
3. Describe your ability and experience in demonstrating strong leadership techniques, organizing and motivating groups and/or employees, directing the work of professional and administrative staff and dealing effectively with a variety of individuals, organizations and state agencies.
4. Describe your knowledge and abilities in working with of the California legislative and budgetary processes necessary for effective program implementation.
5. Describe your ability to work with State control agencies, Legislature, and other governmental entities.
6. Describe your knowledge of the fundamentals of accounting, budgeting fiscal reporting, and state administrative procedures.
7. Describe your ability, including leadership techniques, for organizing and motivating groups and/or employees, directing the work of multidisciplinary professional and administrative staff, and dealing effectively with a variety of individuals, organizations, and state agencies.

## **FILING INSTRUCTIONS**

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted. Application packages must include two copies of the items listed below.

### **Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and discuss the seven critical factors listed above.
- Resumes do not take the place of the Statement of Qualifications.

### **Applications must be submitted by the final filing date to:**

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch  
P.O. Box 997378, MS 1700-1702, Sacramento, CA 95899-7378  
Kelly DeRoss | (916) 552-9212 | [Kelly.DeRoss@cdph.ca.gov](mailto:Kelly.DeRoss@cdph.ca.gov)

## **ADDITIONAL INFORMATION**

Application packages may also be hand-delivered to: Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento, CA.

Questions regarding the examination process should be directed to Kelly DeRoss at [Kelly.DeRoss@cdph.ca.gov](mailto:Kelly.DeRoss@cdph.ca.gov) or at (916) 552-9212.

## **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF PUBLIC HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>